

**MONROE COUNTY BOARD OF COUNTY COMMISSIONERS  
BUDGET CALENDAR, FISCAL YEAR 2010**

Revised Adopted Timetable

Date 2009,	Day	RESPONSIBLE PARTY	REQUIRED ACTIVITY	REQUIREMENT REFERENCE
February 18,	Wednesday	Board of County Commissioners	Approval of the FY10 Budget Timetable. Agenda item to discuss FY10 budget funding for HSAB and non-profit organizations. Regular BOCC meeting Key Largo	
March 5,	Thursday	County Administrator, Division Directors	County Administrator will give Division Directors their budget instructions during the weekly Division Director's meeting.	Section 129.025 Florida Statutes
March 19,	Thursday	Division Directors, Department Directors, TDC Executive Director	OMB deadline for submission- budget requests for all Internal Service Funds and departments including TDC.	
March 21-28		Office of Management and Budget	OMB bottom line review.	Section 129.025 Florida Statutes
April 20-24	Monday-Friday	County Administrator, Division and Department Directors, OMB	County Administrator's internal budget review with Divisions/Departments and OMB	Section 129.025 Florida Statutes
April 30,	Thursday	Division Directors, Department Directors, TDC Executive Director	Deadline for <u>final submission</u> of budgets to OMB from departments.	
May 7, 6 Wednesday	Thursday	County Administrator, Engineering, Public Works, OMB	Capital Improvement Plan Review 2 P.M.	Section 129.025 Florida Statutes
May 10-15			Governor's Hurricane Conference	
May 29,	Friday	Human Service Advisory Board	This is the last date to receive input from the Human Service Advisory Board.	
On or before June 1,	Monday	Constitutional Officers, State Attorney, Housing Authority, Judicial, and Health Dept.	Submission of budget requests to the County Administrator.	Section 129.03(2) Florida Statutes
July 1,	Wednesday	Property Appraiser	Property Appraiser certifies Assessment of all property values on DR-420.	Section 129.03(1) Florida Statutes
July 13,	Monday	Board of County Commissioners	Tentative budget to be delivered at a Special Meeting 2 P.M. <del>Key West</del> Marathon	Section 129.03(3) Florida Statutes
July 24,	Friday	Board of County Commissioners	Special Meeting for discussion of Budget and Capital Improvement Plan. Announcement of Proposed Millage Rates and selection of dates, times and places for public hearings. Approval to advise the Property Appraiser of proposed millage rates. 10 A.M. Mthn	Sections 129.03(3)(a) and 200.065(2)(b) Florida Statutes
July 24-28			National Association of Counties (Naco) Annual Conference	
No later than August 4,	Tuesday	Office of Management and Budget	Last day to advise the Property Appraiser of the Proposed Millage Rates, current year rolled-back rate and the date, times and place of the Tentative Budget Hearing.	Section 200.065(2)(b), Florida Statutes
No later than August 24,	Monday	Property Appraiser	Property Appraiser to mail out the Notice of Proposed Property Taxes to each taxpayer listed on the current year assessment roll. (TRIM Notices)	Sections 200.065(2)(b) and 200.069 Florida Statutes
September 9,	Wednesday	Board of County Commissioners	First Public Hearing Adoption of Tentative Budget and Millage Rate 5:05 P.M. Key Largo	Sections 129.03(3)(c), 200.065(2c) and 200.065(2)(e), Florida Statutes
September 16,	Wednesday	Board of County Commissioners	Second Public Hearing 5:05 P.M. Marathon	Not Required- Done as a public service.
September 23,	Wednesday	Board of County Commissioners	Final Public hearing Adoption of Final Budget and Millage Rate 5:05 P.M. Key West	Sections 129.03(3)(c), 200.065(2)(d) and 200.065(2)(e), Florida Statutes
Following final budget adoption		Board of County Commissioners	Notify the Sheriff, in writing, of the specific action taken on the proposed fiscal year 2009-2010 budget appropriations of the Sheriff.	Section 30.49(4), Florida Statutes